

**MIDDLESEX COMMUNITY COLLEGE  
ANNOUNCEMENT OF ANTICIPATED POSITION OPENING**

**POSITION:** Academic Division Director – School of Arts & Media, Humanities, and Social Sciences  
12 Month, Full Time, Tenure-Track

**ANTICIPATED  
STARTING DATE:** July 1, 2014

**MINIMUM  
QUALIFICATIONS:** Master's degree in one of the fields included in the School and 4-7 years' experience, or a Doctoral degree in one of the fields included in the School or in a field closely related to higher education administration and 4-5 years' experience, including at least two years of supervisory experience, preferably in academic administration. A minimum of three years of teaching experience in higher education, preferably within one of the disciplines represented in the School of Arts, Media, Humanities and Social Sciences; preference given to candidates with four or more years of higher education teaching experience.

A demonstrated understanding of the mission of the community college is essential. In addition, the following core skills are required: demonstrated involvement in support of diversity, demonstrated ability to respond to and work with multiple constituencies.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide three letters of reference relevant to the responsibilities of this position.

**RESPONSIBILITIES:** Under the direct leadership of the Dean of Academic Affairs, the Academic Division Director recommends employment of full and part-time faculty in the School of Arts & Media, Humanities, and Social Sciences; evaluates faculty and staff in accordance with Board policy; and provides leadership in the development of curricula, instructional techniques, faculty development, and academic/career advising. The Academic Division Director serves as liaison with faculty, staff, students, and administrative personnel; develops course offerings and class schedules each semester; understands and promotes the goals of community colleges. S/he prepares reports, budgets, and grant requests; attends academic and student related activities; and serves on System and College committees. S/he transmits information on decisions of the Board, the President and the Deans to faculty in the School; oversees the disbursement of budget and grant funds; and performs other tasks related to his/her area of competency as assigned.

**MINIMUM SALARY:** **\$76,287** approximate annual, plus excellent medical insurance, retirement and related fringe benefits

**APPLICATION  
PROCEDURE:** Send letter of intent, current resume, [Board of Regents employment application](#) , three letters of recommendation and copies of transcripts from each degree-granting institution attended (official copies will be required prior to final offer of employment) to:

Jennifer Hobby—Human Resources  
Middlesex Community College  
100 Training Hill Road  
Middletown, CT 06457  
OR via email (preferred) to: [mx-hr-recruitment@mxcc.edu](mailto:mx-hr-recruitment@mxcc.edu)  
OR via facsimile to 860-343-5870

**APPLICATION  
DEADLINE:** Application materials must be received by close of business January 13, 2014

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY  
EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**